

Abbey Schools

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## Health and Safety Policy

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## 1.0 Foreword

The policy of the Federation is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and pupils. To this end, information, training and supervision are provided as necessary. Responsibility is also accepted for the health and safety of other people who may be affected by the school's activities.

The Federation's Health and Safety Policy provides an overview of the organisation, systems, and procedures by which the school intends to achieve its health and safety objectives. The Federation will make reasonable resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy, and the way in which the policy is monitored is set out in this document.

A copy of this policy will be available to all members of staff and pupils via the website

This Health and Safety Policy gives information about the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

We have an excellent health and safety record at the Federation of Abbey Schools, this will continue by adhering to the recommendations in this policy. Currently guidance and support is being commissioned by the academy from Durham County Council.



Mr Jonathan Briggs  
Head Teacher.



Mrs Emma de la Motte  
Chair of the Governing Board

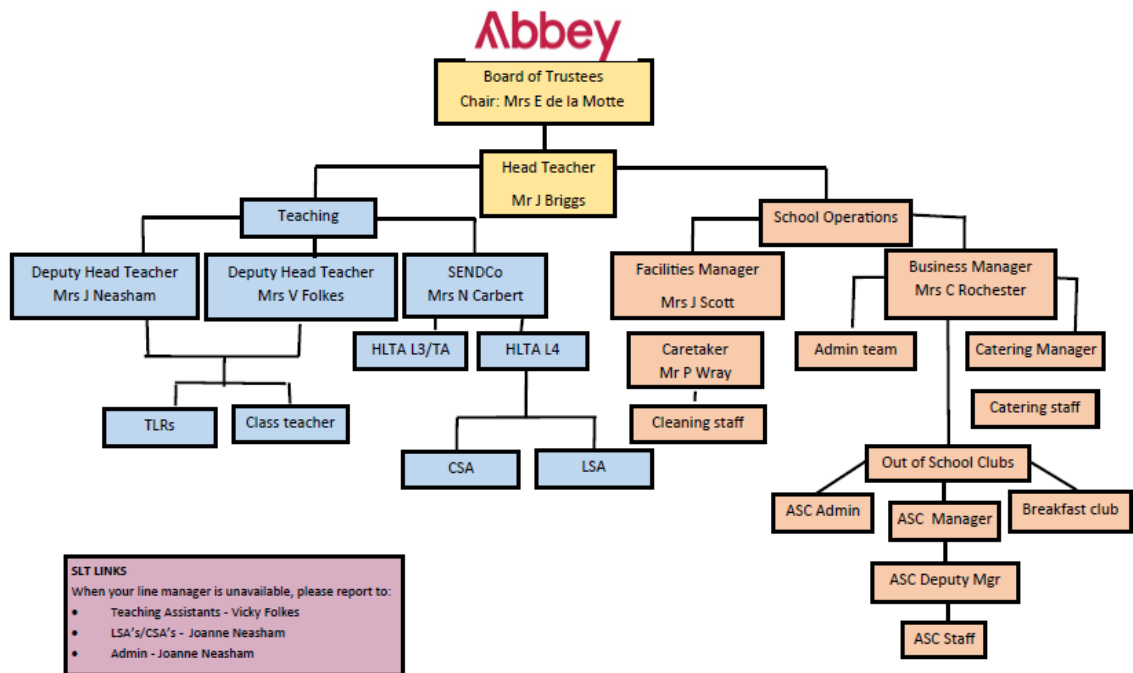
## **2.0 Health and Safety Policy Statement**

The management of health and safety is regarded as being of the utmost importance for all pupils, staff and visitors to the Federation of Abbey Schools. Therefore the schools recognise and accept their responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The schools will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, students and visitors;
- Maintaining any place of work under the Federation's control in a condition that is safe and without risks to health, and provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the Federation should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the Schools;
- Keeping the Federation's Health and Safety Policy under annual review in order to support the policy of continuous improvement.

This statement, which will be issued to each new member of staff on induction, is a requirement for all staff and pupils throughout the academy.

### 3.0 Organisation



Although Health and Safety is a collective responsibility, this policy recognises that effective and efficient management is key to achieving the Federation's safety objectives.

- The Head Teacher is responsible to the Board of Trustees for the management of health and safety matters within the Federation.
- The Facilities Manager supports the Head with an oversight of issues and co-ordination of relevant documentation and procedures around health and safety.
- The responsibilities of all stakeholders, relating to the health, safety and welfare of those connected with the Federation, are highlighted below.

#### 3.1 The Board of Trustees

The Board of Trustees shall ensure that, when undertaking the management of the Federation's budget, all health and safety implications are taken into account. They shall also monitor the school's health and safety performance by considering all reported accidents, incidents and near misses, as well as relevant points from premise inspections and the safety audit. Furthermore, their main functions are:

- (a) Monitoring the schools safety performance (including consideration of inspection reports);
- (b) Prioritising actions where resources are required;

- (c) Ensuring actions are carried out;
- (d) Including health and safety on Board meeting agenda;
- (e) Ratifying the academy's health & safety policy.

### **3.2 The Head Teacher**

The Head Teacher has an overall responsibility for the application of this policy.

The Head Teacher's main functions are:

- (a) Overall management of all health and safety matters in the schools in accordance with the Health and Safety Policy;
- (b) Ensuring risk assessments are carried out;
- (c) Submitting inspection reports to the local authority if appropriate;
- (d) Ensuring action is taken when suitably recommended;
- (e) Communication of information received on health and safety matters to appropriate people;
- (f) Management of investigations;
- (g) Identifying staff health and safety training needs;

### **3.3 The Health and Safety Co-ordinator (Facilities Manager)**

The Health and Safety Co-ordinator (Facilities Manager) can be expected to:

- (a) Undertake duties as directed by the Head Teacher in pursuance of the Federation's Health and Safety Policy.
- (b) Review all health and safety practices and procedures regularly and advise, make recommendations and implement as necessary.
- (c) Act as the first point of contact for day-to-day health and safety advice, or indicate sources of advice.
- (d) Co-ordinate the implementation of safety procedures.
- (e) Maintain contact with outside agencies that are able to offer expert advice.

- (f) Ensure that appropriate and regular inspections are conducted and check the suitability of working practices.
- (g) Ensure that accidents and hazards are recorded and reported (as appropriate) to DCC for review to allow onward reporting in line with RIDDOR if applicable. Also to conduct appropriate remedial action including accident and near miss investigation.
- (h) Review annually
  - i) Provisions of First Aid arrangements
  - ii) Emergency procedures
  - iii) Safety procedures

### **3.4 Class Teachers and Non-teaching Staff**

The safety of pupils and visitors in the classrooms, halls, sports hall and general areas around the school is the responsibility of the class teacher or appropriate non-teaching staff at all times during the day. Their main functions are:

- (a) Day-to-day management of health and safety in accordance with the Health and Safety Policy;
- (b) Checking classrooms/work areas are safe (e.g. No trip hazards etc.);
- (c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- (d) Ensuring safe procedures are followed and that emergency procedures are understood;
- (e) Ensuring protective equipment is available and used, when needed;
- (f) Participating in inspections and supporting any health and safety meetings, if appropriate;
- (g) Bringing problems to the attention of the Facilities manager and propose appropriate recommendations to improve safety;
- (h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.

### **3.5 Pupils**

Pupils are expected, within reason, to:

- (a) Understand and exercise personal responsibility for safety of themselves and others;
- (b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc.).
- (c) Understand and observe the safety rules of their school and in particular the instructions of staff given in an emergency.
- (d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

## **4. Arrangements**

### **4.1 Introduction**

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

### **4.2 Health and Safety Review**

Health and safety is a standing item on the agenda of staff and trustee meetings. Minutes are documented and actions checked by the Board of Trustees to ensure the robustness of the H&S processes.

### **4.3 Accident Reporting**

Those persons involved in the accident should report to the H&S Co-ordinator (or in their absence SLT) accidents or injuries involving employees, students, visitors or contractors.

The accident should be recorded on an accident report form (A.R.F) and the accident reporting process followed. **Appendix One**

Injuries to pupils that result in the child being sent home, to the doctor or hospital, require parent notification and the completion of an A.R.F. If the accident is the result of any failure of the premises or school processes it should be reported by the H&S Co-ordinator to DCC H&S Team for further investigation.

Major injuries requiring immediate telephone notification to DCC for further advice are:

*Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.*



#### **4.4 Accident Investigation**

The Head Teacher, with the co-operation of the H&S Co-ordinator if appropriate, should carry out an investigation following an accident or near miss situation in order that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Those responsible should record findings from all investigations on the A.R.F and ensure recommendations are actioned.

#### **4.5 First Aid**

First Aiders, and any members of staff working alone with children, have access to walkie – talkies to allow immediate contact to be made in the event of an accident requiring first aid. Walkie-talkies should be collected and returned to the reception desks at each school site for charging between shifts, and any issues reported to the Facilities manager to organise replacement or repair as appropriate.

First aid posts have been established in both schools, in accordance with the Health and Safety (First Aid) Regulations 1981, and are accessible to all employees and pupils.

The person(s) responsible for the first aid box(es) will ensure, where reasonably practicable, that they are fully equipped at all times.

Defibrillators are available on both school sites.

The names of those persons responsible for first aid boxes and/or qualified in first aid will be displayed at each First Aid post and in both staff rooms, together with clear instructions for summoning emergency services if required.

Each school's First Aid book will be updated following any first aid treatment and will be made available to any authorised person whenever requested. It should be secured when not in use in order to comply with GDPR.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the Federation's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981.

Serious cases of injury should receive qualified medical attention.

## **4.6 Fire Safety**

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. no smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances.

Further measures include:

(a). Physical measures such as fire doors, smoke detectors, alarm systems and fire-fighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained by Peterlee Fire Services annually and remaining fire precaution measures checked, maintained and recorded by the school caretaker(s).

(b). Detailed information about fire evacuation procedures is provided to regular and temporary members of staff. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff and pupils regularly work. Members of the Federation should familiarise themselves with such details for the rooms that they use.

A guide on actions to take on hearing the Fire Alarm is provided in the Fire Evacuation Plan.

Fire evacuations for whatever reason, including practices and false alarms, will be recorded by the Health & Safety Co-ordinator.

## **4.7 Risk Assessments**

Risk assessments provide the backbone of any safe system of work and therefore all activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the staff involved.

For on-going activities, the risk assessment should be reviewed if the circumstances that surround that activity change.

The risk assessment should be developed by the individual leading the activity/ event and cascaded to all those involved to ensure clear understanding of any control measures in place. No activity should be undertaken without a risk assessment being undertaken and Head Teacher agreeing to the activity. The H&S Co-ordinator will support in the development of RA's as required.

It is part of the Federation's policy objectives that all staff are required to undertake training in risk assessment, which will be organised from time to time as directed through the Head Teacher.

#### **4.8 Electrical Safety**

The following arrangements for electrical safety apply to all electrical equipment in use in the schools, including personal items.

- (a) Only electrical equipment that is properly installed and maintained should be used in school. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date when it was last tested. Items not bearing such a label, or where the date on the label has been passed, should be reported to the Health and Safety Co-ordinator/SLT.
- (b) All portable appliances will be regularly inspected and, where necessary, subject to electrical test by a qualified professional. All members of staff should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse, such as damaged or discoloured plug tops and worn cables.
- (c) Any item that becomes faulty should be taken out of service. This equipment should be taken to the Business Team to remove from the stock register and dispose of under WEEE regulations.
- (d) Equipment and furniture should be sited to avoid trailing leads, as this presents a significant trip hazard and can cause damage to wiring. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.
- (e) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted. Avoid use of adapters wherever possible by siting electrical equipment where they can be plugged directly into a fixed socket.
- (f) 'Daisy chaining', i.e. running one adaptor from another adaptor, is not recommended as it can cause a significant fire risk. Staff should report instances of daisy chaining in their classrooms or work areas to the Facilities Manager, who will arrange for extra sockets to be installed as soon as possible.

#### **4.9 Safety Training**

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. The Business Team records specialist training in the central CPD register.

Volunteers and Students will be given an induction by the H&S co-ordinator or their representative and will be directed to the Health & Safety Policy on the school website.

Supply Staff will be directed to the Health & Safety Policy on the school website.

Pupils will be regularly reminded of the importance of behaving in a safe way whilst on site. When undertaking new activities, staff will ensure a Risk Assessment is completed and will explain control measures, as appropriate, to minimise accidents or injury.

The need for other specialist training should be identified by individual members of staff, and should be directed to the H&S Co-ordinator. The H&S Co-ordinator may liaise with DCC H&S Team who will advise on how to satisfy the Federation's safety training needs.

Members of staff will not be expected to undertake any procedure for which they have not been adequately trained.

#### **4.10 Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 1999, often known as the "COSHH" Regulations, require schools to ensure that substances which can harm staff and others are stored, moved, used and handled in a manner which is safe and without risk to anyone's health. This includes purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes.

This will be achieved by:

- (a). Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- (b). Providing suitable precautions to protect persons against the hazards.
- (c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.
- (d). Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

#### **4.11 Display Screen Equipment (DSE)**

Under the Health and Safety (Display Screen Equipment) Regulations 1992, schools have obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to pupils, the schools will aim as far as reasonably practicable to provide pupils who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

#### **4.12 Traffic Management**

Authorised staff and visitors may park with care in the designated car parks. It should be noted that the Federation of Abbey Schools Academy Trust does not take any responsibility for damage to vehicles whilst on school property.

Vehicles will not be allowed to move on site between 830am and 4pm without permission during term time. Contractors will be advised of this rule and signage is on display at both schools.

The speed limit of 10mph must be observed at all times and pedestrians have right of way on school property without exception.

#### **4.13 School Transport**

The use of minibuses or coaches for conveying pupils and others is a potentially high-risk activity. Although the risks can never be eliminated, the school will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Head Teacher has responsibility for arrangements and checks to ensure that minibuses or coaches hired by the school are roadworthy. Members of staff may only drive a minibus if authorised by the Head Teacher. The H&S Co-ordinator will provide other pertinent advice to users about aspects such as supervision of pupils and precautions for prolonged journeys.

Drivers must complete standard pre-use checks prior to using the vehicle.

All staff, if using their own car when transporting children to an event, require business car insurance.

#### **4.14 Safety of Visitors including Contractors**

All visitors of any nature must report to the main reception and sign in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the school's emergency procedures and that they are directed to the H&S Policy available on our website. Where requested a paper copy of the policy will be made available. Should the visitors be staying for any reasonable length of time unsupervised then they should receive a safety induction brief.

In the case of Contractors, the H&S Co-ordinator should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. However, all staff have a duty to be vigilant and to report any unsafe practice to the H&S Co-ordinator/ SLT immediately. Furthermore, the Health and Safety Policy should be made available to all contractors working on the schools premises if requested. Guidelines are provided at **Appendix Two**.

Organisations that hire premises from the school need to follow the letting procedure and complete necessary paper work. They should receive a copy of our Health and Safety Policy. Additional guidelines are provided at **Appendix Three**.

#### **4.15 Violence to Staff**

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The Federation of Abbey Schools is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they should complete an incident report form (available from the staff drive) and inform their Line Manager. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors.

#### **4.16 Stress**

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The Federation advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their line manager in complete confidence, so that if possible some early action may be taken. Staff development training is available in the recognition and

control of stress at work. Counselling services are also available for those in stressful situations.

#### **4.17 Manual Handling**

Staff and pupils are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then this should be reported to the H&S Co-ordinator.

#### **4.18 Equipment**

All members of staff and pupils involved with the use of school equipment have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the H&S Co-ordinator.

In addition, items such as kitchen, art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Staff are to ensure that any shortfalls are reported to the H&S Co-ordinator and the equipment is removed or put out of bounds, and adequately labelled as such immediately.

#### **4.19 Legionella**

The schools aim to prevent the build-up of Legionella Pneumophilla organisms in their water systems and to prevent inhalation of infected water droplets. Therefore, the Head Teacher must ensure that the designated water supply checks and maintenance tasks are carried out by a competent contractor under the terms of contract and are recorded. The school caretaker should complete all checks not covered by the contractor.

#### **4.20 Educational Visits**

Comprehensive advice is available from the Royal Society for the Prevention of Accidents (ROSPA) and can be found by following this [link](#). Further guidance on H&S for educational visits is also available via the [Gov website](#), and the School's Educational Visits Policy should be used for reference.

Any proposed visit must be agreed by the Head Teacher and reviewed by the school's Educational Visits Co-ordinator (Claire Rochester). Strict analysis of the proposed visit must be satisfied before agreement is given to book. Details are uploaded to the Evolve system, which must be updated with all appropriate information prior to any offsite visit taking place.

#### **4.21 Personal Protective Clothing (PPE)**

The Schools will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work that requires it. Should any member of staff deem that PPE is required for a particular activity, they should raise this concern through their Line Manager.

“REMEMBER, PPE IS THE LAST FORM OF NEGATING THE RISK”

#### **4.22 Asbestos**

Staff will be informed of asbestos where necessary to ensure they have an awareness of where it is situated, how it is being managed within the school and what to do in the event of an emergency.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns, they must contact the H&S Co-ordinator

#### **4.23 Bad weather contingency plans – see Gritting Procedure**

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

#### **4.24 Housekeeping**

The school has adopted policies and practices that lead to a safe working environment; good housekeeping is practiced at all times and sets a good example to pupils.

- Staff should ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage, the Caretaker should be contacted to assist.
- All rubbish and waste paper will be disposed of every day to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The Cleaning Staff will clean the school premises to an acceptable standard on a daily basis.
- Hygiene standards are of the highest attainable by all staff serving school meals
- All school staff are responsible on a daily basis for reporting health and safety issues to the Head Teacher/ H&S Co-ordinator.



#### **4.25 Lone Working – see Lone Working Policy**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include

- Employees working in the evenings, weekends or during the holiday in the school on their own or away from other members of staff.

#### **4.26 Outside School Hours**

Consideration will be given to persons using the premises outside school hours in order to ensure their safety.

A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire Risk Assessment. If necessary further advice will be sought from the Fire Safety Officer.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above-mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures.

Homeworking – The school advises staff to adhere to all these safer working practises when working at home, however, the Federation is not responsible for any injury caused whilst staff are not working on the premises.

#### **4.27 Parental/Adult Help**

All parents/ carers who volunteer to help with clubs, transport or any other school activity are checked in line with current safeguarding and DBS procedures.

When using their own car, school staff must provide a copy of their insurance showing that it is validated to transport children on school business. They must also show their car to be road worthy, submitting appropriate tax and MOT certificates. Parents are not asked to transport children other than their own to school events and would need to ensure they held relevant insurance to transport other children.

## **5. Monitoring the Policy**

Monitoring the effectiveness of the H&S Policy commences as a school responsibility in which the Board of Trustees and the Head Teacher play key roles.

Monitoring includes ensuring that school inspections are taking place regularly so that hazards and risks from activities are adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils (especially new members of staff) are matters that should also fall within the monitoring exercise.

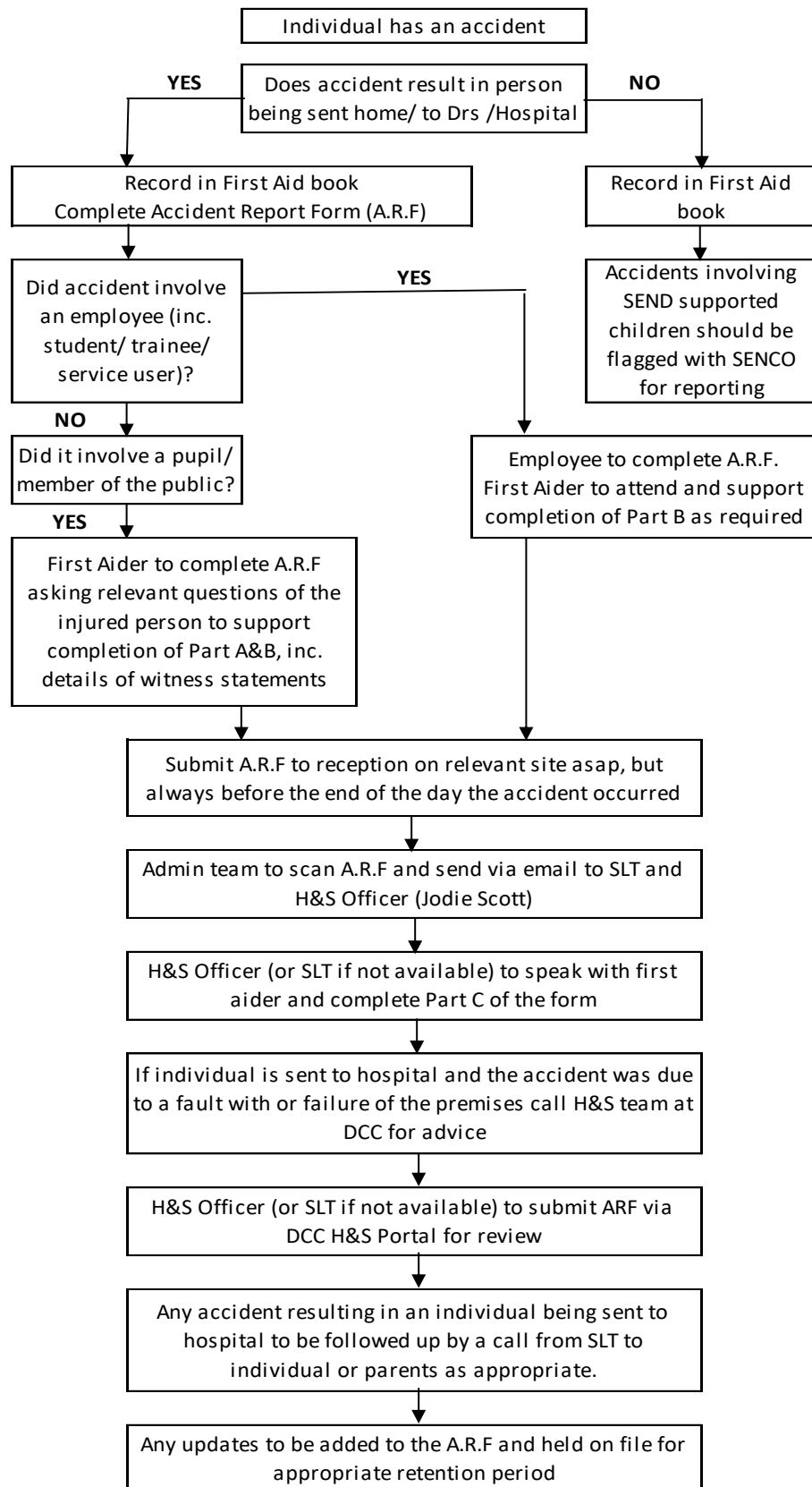
Monitoring of any accidents, incidents and instances of occupational ill health occurring at school level is particularly important so that remedial action can be taken to prevent any recurrence. The Head Teacher will monitor all reported accidents, incidents and occupational ill health in order to determine those events that are legally reportable to the relevant enforcing authority and may require further investigation or remedial action.

## **6. Reviewing the Policy**

The Academy Trust will review the implementation of this policy on an annual basis. If there are reasonable changes to the structure, or key staff, the review may be conducted at an earlier period than the agreed annual date.



## Accident Reporting Process



Please note that any accidents that occur off our premises, but whilst the individual is in our care, are reportable e.g. residential/ sporting events. We can use the venue's report to update the DCC Portal - no need to duplicate onto our A.R.F -additional info can be added as required to monitor follow up

## **Appendix 2 - Notes of Guidance for Contractors**

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils.

The purpose of this code of practice is to provide guidance in order that contractors will use safe working practices according to the Health and Safety at Work Act 1974, and to assist the contractor in taking all reasonable and practical steps to prevent danger or ill health from the work being carried out.

The Schools have a legal responsibility to contribute to the safety of the contractor's staff.

For contracts of a larger nature, lasting a few days or more, the Head Teacher will appoint a member of staff for "on site" liaison.

For short-term work, involving educational/teaching areas, there must be liaison and agreement between the contractor and the member of staff before work proceeds.

### **All contractors will:**

- i) Follow school procedure in providing Scope of Works, Risk Assessments and proof of adequate insurance before commencing work on site.
- ii) Observe the Federation's rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc. given by staff for whom the contractor is working.
- iii) Not commence work on the premises until the School rules are accepted.
- iv) Ensure that all operations are conducted in such a manner as to prevent injury.
- v) Provide their own plant and equipment unless specified in the contract.
- vi) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vii) Use properly constructed plugs and sockets for any connections to the school electricity supply.
- viii) Obey the legal requirements relating to equipment and operations set out in:
  - 'Lifting Equipment Regulations 1998 (LOLER)'
  - 'Provision and Use of Work Equipment Regulations 1998 (PUWER)'

Each contract names a school official who will:

- i) Ensure that the contractor is informed of our emergency procedures, e.g. injury/ fire/ dangerous occurrences and has access to the schools safety and emergency policies when requested.
- ii) Ensure that the contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Ensure that the contractor is aware of our general safety requirements, e.g. site traffic, warnings.
- iv) Ensure that the contractor is aware of any special safety precautions, e.g. Asbestos.
- v) Ensure that the contractor is working safely and is not putting school staff, pupils or property at risk.

#### **INFORMATION FOR ON SITE CONTRACTORS**

**It is your responsibility to ensure a safe system of working is implemented at all times.**

**Please note that children will be moving around the school and it is your responsibility to ensure their safety at all times.**

Movement of children around school will be most evident at the following times:

07:45 hrs to 09:00 hrs     Start of school day

10:15 hrs. To 10:45 hrs.     Break

11.30 hrs. To 13:15 hrs.     Lunch

14:20 hrs. To 14:40hrs     Break – Infants only

15:00- 15:30 hrs.             School ends

Some children and visitors will be on site up to 6pm for after school clubs each evening, and periodically for meetings and other school events

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them at the above times, or securely tape them to the floor. Never leave any equipment unattended.

If you know that your working procedure may be hazardous, or may take a long period, please liaise with the H&S Co-ordinator, as it may be possible to prevent students using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the school grounds, you must observe the speed limit of 10 miles per hour at all times. Vehicles are not permitted to move on site between 830am and 4pm without prior permission.

All contractors must sign in and out at the school reception upon entering and leaving the premises and must display the badge issued prominently.

No smoking on school premises.

If the fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the muster area as agreed during the induction process

In case of any queries, contact the school reception.

## **Appendix 3**

### **Health and Safety Guidelines for Hosts of Evening Classes and Hirers**

#### **SECURITY:**

- Hirer to ensure a register is taken at the beginning of each session; reception staff to be advised as soon as possible if any child expected at a session does not arrive.

#### **FIRE PROCEDURE:**

##### **If you discover a fire:**

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan located in your work area).
- Dial 999 and report the fire.

##### **On hearing the fire bell (continuous ring):**

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave to prevent the spread of fire
- Assemble in the area as identified during the Induction process
- Hirer to check the attendance register for their group.
- Do not disperse and do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer

#### **FIRST AID:**

- First aid kits are located in the Main Reception areas/ Sports Hall Cupboard
- First aid for all but minor injuries should always be followed by qualified medical treatment
- The hirer retains responsibility for advising parents and the Schools H&S Co-ordinator if a child in their care requires first aid.

#### **EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:**

- Telephones are located in the main reception areas of each school. Out of hours the Hirer should ensure they have a mobile phone to allow for the emergency services to be advised quickly of an emergency
- Arrange for an ambulance to be sent immediately so that the patient can be taken to hospital by dialling 999.
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.

- Arrange for the ambulance to be met at the school MAIN GATE nearest the incident: Junior Building DL3 9NN / Infant Building DL3 8JA
- See that the injured person is accompanied whenever possible by a responsible person
- Ensure that parents/ carers are advised fully of the situation as soon as possible
- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the main reception who will provide to the H&S Co-ordinator for review.
- Accident report forms are available from the reception area of each school.

**PARKING:**

- All cars are to be parked in the area agreed during the induction process.
- Cars parked at the owners' risk.
- There is a strict 10mph speed limit on school premises and vehicles should not be moved between 830am and 4pm without permission